

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Chief Waterworks Operator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Oversees the operation of two water treatment plants and associated transmission systems. Monitors the quality of water, plans changes in water flows, maintains facilities, and manages staff.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	M	Monitors the quality of water by performing chemical and physical analyses of water, performing inspections on water treatment equipment, and making adjustments as needed.
2	M	Maintains the proper raw water flows by calculating chemical machine settings, making changes to machine settings, and adjusting pumpage of various flows.
3	L	Manages staff by attending meetings, conducting employee evaluations, and resolving issues.
4	M	Operates, monitors and performs maintenance on equipment and facilities by documenting operations, performing calculations, reporting equipment problems to maintenance, and assisting with minor maintenance and repairs.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience as a Waterworks Operator IV.
Certifications and Other Requirements	Valid Driver's License, Class I Virginia Waterworks Operator License
Reading	Work requires the ability to read technical manuals, policies, and memorandums.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, algebra, and geometry.
Writing	Work requires the ability to write instructions, work orders, and reports.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Operating/inspecting equipment, observations, maintenance, supervision of staff
Sitting	F	Computer, desk work, driving
Walking	F	To/from equipment, supervision of staff
Lifting	O	Tools
Carrying	O	Tools
Pushing/Pulling	O	Desk drawers
Reaching	O	Operating equipment
Handling	O	Tools, equipment
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator, tools, writing
Kneeling	O	Inspecting equipment, maintenance
Crouching	O	Inspecting equipment, maintenance
Crawling	R	Inspecting equipment, maintenance
Bending	O	Inspecting equipment, maintenance
Twisting	O	Inspecting equipment, maintenance
Climbing	O	Ladders, stairs
Balancing	O	Ladders, stairs
Vision	C	Computer, desk work, driving, operating/inspecting equipment, supervision of staff
Hearing	C	Staff, supervisor, citizens, telephone, equipment alarms, radio
Talking	F	Staff, supervisor, citizens, telephone
Foot Controls	R	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, hand tools, calculator, computer, Standard Microsoft Windows and Office software, SCADA system, telephone, Hanson software, various chemical feeders, pH meter, turbidity meter, pumps, aqua color tester, spectrophotometer, jar tester

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	M	Office Environment	X
Chemical Hazards	W	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	W	Noise and Vibration	W	Shop	X
Fire Hazards	N	Fumes and Odors	M	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	D	Other (see 2 below)	--
Physical Danger or Abuse	N				
Other (see 1 below)	N				

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Respirator, hard hat, eye protection, gloves, steel toed shoes, hearing protection

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)